



Division of Child Care and Early Learning

Licensed/Certified Provider Tip –
No Response Necessary
Tip # 2

1/04

How to claim for child care subsidies when the authorization begins after the first day of the month?

If an authorization starts after the first day of the month, the total days you bill for that month cannot exceed the number of days the child was scheduled to attend for that month.

Let's look at a few examples of how to bill when the authorization begins after the first day of the month.

September 2003 Calendar

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

EXAMPLE ONE: The authorization begins on 9/15 and is on-going full-time, full-day and care is needed Monday through Friday for approximately six hours each day. To claim the correct number of units, complete the following steps:

- Step 1 - Determine the number of days that the child may have attended for that part of the month. In this example there are twelve days.
- Step 2 - Determine the number of absent days that occurred from 9/15 – 9/30. If the absent days exceed 5, you subtract the number above 5 from the number in Step 1. In this example, there are no absent days.
- Step 3 – Complete the invoice with the correct number of units. In this example, 12 is the correct number of units.
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If the invoice is completed with more than 12 units, this is an overpayment to the provider.

EXAMPLE TWO: The authorization begins on 9/15 and is on-going full-time, half-day and care is scheduled Monday through Thursday for approximately four hours each day. There are ten days that the child may have attended for the remainder of September. If the child does not exceed five days of absence during the scheduled days, you may bill for ten half-days.

Additional information may be found in the publication "Child Care Subsidies, A Booklet for Licensed and Certified Child Care Providers." To obtain this publication contact your licensor or see the following internet site:

<http://www.dshs.wa.gov/esa/dcccl/providers.shtml>

Additional Licensed/Certified Provider tips may also be found at the above site under "Providers – Important Mailings."